



# Household Programs Multi-Food Ordering System



# Agenda

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- National Warehouse Contract Overview
- Organization Roles and Responsibilities
- Electronic Commodity Ordering System (ECOS)
  - All Users/All Programs
    - *ECOS Access*
    - *ECOS Administration*
  - Recipient Agencies
    - *Delivery Schedule*
    - *Access Product Catalog to place orders*
    - *Receipt for Deliveries*
    - *Reports*

# Agenda

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- ECOS con't
  - National Warehouse
    - *Delivery Schedule entry & updates*
    - *Access recipient orders*
    - *Receipt for shipments*
    - *Reports*
  - USDA
    - *Review Delivery Schedules & Food Orders*
    - *Manage Inventory*
      - Determine & maintain thresholds (trends)
      - Inventory updates
    - *Reports*

# National Warehouse Contract Overview

- Country is divided into 3 zones
  - Zone A Paris Brothers, Kansas City, MO (CSFP & FDPIR)
  - Zone B Americold Services, Carthage, MO (CSFP & FDPIR)
  - Zone C Americold Services, Syracuse, NY (CSFP only)
- RA's have been assigned in ECOS by warehouse/zone
- Delivery schedules have been negotiated with all RA's.
  - *ECOS report can be requested*

# Organization Roles and Responsibilities

## Recipient Agency

### – ECOS

- *Administer organization in ECOS*
  - User IDs, Organization information
- *Enter multi-food orders*
- *Receipt for orders*

### – National Contract

- *Communicate service or quality issues*

# Organization Roles and Responsibilities

## Warehouse

- Negotiate delivery schedule with each Agency
- Maintain accurate inventories
  - *Timely receipt of inbound orders in ECOS*
  - *Notify HQ of any discrepancies (i.e., damaged or lost product)*
- Follow proper stock rotation i.e. FIFO
  - *Notify HQ of any issues regarding product quality*
- Access ECOS to obtain multi-food orders
- Deliver commodities in accordance with contract terms and negotiated schedules
- Respond to commodity holds or recalls
- Respond to service complaints
- Respond to commodity quality complaints attributed to storage and handling
- Support Disaster Feeding efforts

# Organization Roles and Responsibilities

## FNS

- Review delivery schedules
- Review orders for quantities
- Assist RA's to resolve issues
- Provide program updates (policy memos, fact sheets, etc.)
- Monitor inventories at the National warehouses, determine trends and submit replenishment orders
- Administer the National Warehouse contracts in conjunction with KCCO

# ECOS Access

- Access the Login Page using the following URL
  - <https://ecos.usda.gov>
  - Enter the ECOS Logon ID and Password
    - *If this is the first access to ECOS, the user is prompted to change the original password*

# ECOS Access - Login



Welcome to USDA Online Ordering

Login:   
Password:

Or enter as a guest and browse our [catalog](#).



USDA's Food and Nutrition Service was established to provide:

- needy people with access to a more nutritious diet
- improve the eating habits of the nation's children
- stabilize farm prices through the distribution of surplus foods

The Food Distribution Division at FNS Headquarters and Regional Offices work with State Distributing Agencies to determine the commodities available to the many different food assistance programs.

The mission of the Food Distribution Division is to strengthen the nutrition safety net through commodity distribution and other nutrition assistance to low-income families, emergency feeding programs, Indian Reservations, and the elderly.

[Accessibility Statement](#) | [Privacy and Security Policy](#) | [Nondiscrimination Statement](#) | [FOIA](#) | [USDA](#)

# ECOS Access – Change Password

## Change Password

Your password has expired.

Security standards dictate that passwords must be changed for new users every 90 days.

To change your password, complete the fields below and click the "Save" button. The old password will be replaced. The new password must be at least eight characters and contain at least one upper case letter, one lower case letter and one number.

### Profile Detail

User: Read Only

Login: ReadOnly9

Old password:

New password:

Confirm password:

[For Your Reference](#) | [ECOS Training](#) | [Site Map](#) | [Links](#) | [Home](#) | [Contact Us](#)

# ECOS Access – Home Page

The screenshot shows the ECOS Home Page with the following elements and annotations:

- Header:** USDA Electronic Commodity Ordering System logo on the left. User information on the right: Multi Food Testing SDA, Welcome Rufus Firefly, Role(s): System Admin, Org Admin, with links for [Log out](#), [Training](#), [Site Map](#), [Links](#), and [Home](#).
- Navigation Bar:** Administration, My Account, Product Catalog, Reports, Current Requisition.
- Home Section:** Welcome Rufus! We hope that your participation in the FNS Nutrition Assistance Programs will be greatly simplified through the use of this system. We are interested in hearing from you. Please [contact us](#) with your comments & questions.
- Product Catalogs:** Multi-Food, Direct Delivery, Processing Diversion.
- Messages:** There are no orders due at this time.
- What's New:** Order delivery is based on a 5 - 30 day window.
- USDA Recalls:** Case 2006-003 Testing new SCRs (Last Updated: 09/28/2006 11:12 AM) [more...](#)
- State/Local Recalls:** There are no State/Local Recall messages at this time.
- Footer:** For Your Reference | [ECOS Training](#) | [Site Map](#) | [Links](#) | [Home](#) | [Contact Us](#)

**Annotations:**

- A box at the top center: "Navigation for ECOS processing functions. Options will vary depending on user roles." with arrows pointing to the My Account and Reports navigation items.
- A box on the left: "Home page presents information related to commodity ordering." with arrows pointing to the Messages and What's New sections.
- A box at the bottom right: "Links to additional information." with an arrow pointing to the footer navigation links.

# ECOS Administration Page

USDA Electronic Commodity Ordering System

Multi Food Testing SDA  
Welcome Rufus Firefly | [Log out](#)  
Role(s): System Admin, Org Admin

[Administration](#) | [My Account](#) | [Product Catalog](#) | [Reports](#) | [Current Requisition](#)

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## Administration

Click on an available menu link below for the action you wish to perform.

### Organization

[View/Edit Users](#)

[Create New User](#)

[Delete Users](#)

[View/Edit \(SDA\) Organization Profile](#)

[Activate/Deactivate Delivery Location \(0 on record\)](#)

### SDA Processors

[View/Edit Processors \(0 on record\)](#)

[Create New Processor](#)

[Delete Processors \(0 on record\)](#)

[Assign Catalogs \(0 processors on record\)](#)

### National Warehouse

[View/Edit National Warehouse Delivery Schedules](#)

### SDA Recipient Agencies

[View/Edit Recipient Agencies \(0 on record\)](#)

[Create New Recipient Agency](#)

[View/Edit Co-ops\(0 on record\)](#)

[Create New Co-op](#)

### Messaging

[View/Edit Broadcast Messages \(0 on record\)](#)

[Create New Broadcast Message](#)

[Delete Broadcast Messages \(0 on record\)](#)

[Email](#)

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# ECOS Administration – New Users

USDA Electronic Commodity Ordering System

Demo Multi-food ITO  
Welcome Dennis Sullivan | [Log out](#)  
Role(s): System Admin, Recall, Org Admin

Administration My Account Product Catalog Reports Current Requisition

Administration > Create New User

## Create New User

Complete the form below to create a new user for **Demo Multi-food ITO**. The Login ID must be at least eight characters in length. Passwords must be at least eight characters in length, contain at least one upper case letter, one lower case letter and one number. Click the **Create** button to create a new user. Click **Cancel** to abort this operation and to return to the Administration menu.

**Create New User**

Name(first,middle,last):

Login(must be unique):

Password:

Confirm Password:

Email:  (Optional)

Business Address:  (Optional)  
 (Optional)  
 (Optional)

City:

State:

Zip Code:  (Optional)

Phone:  (999-999-9999)

Phone Ext:  (Optional)(9999)

Fax:  (Optional)(999-999-9999)

System Administrator provides user information, assigns a user ID and the initial password.

# ECOS Administration – New Users

Assign appropriate roles to user. Recommended that there is at least one other person assigned as System and Organization Admins.

**Role(s):**

- Org Admin
- Read Only
- System Admin
- User
- Recall

**Approvals:**  Require approval for all orders over purchase limit.

**Approver(s):**  Dennis Sullivan (DSullivanNWhITO)

**Purchase Limit:**

**Program(s):**  Food Distribution Program on Indian Reservations(FDIR)

**Default Program:**

**Recall Contact?:**

The recall role is limited to the ITO/SDA level. It enables the user to provide information on the ECOS Hold/Recall Forms. The capability is currently limited to direct shipments. Multi-food recalls will be coordinated by FNS HQ and RO staff

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At least one person in the organization must be identified as a Recall Contact. They will receive alert messages in the event of a commodity hold or recall.

If the Recall Contact flag is selected, a minimum of two devices is required and a maximum of three devices is allowed. Select the Device Type and enter the Device Contact Number/Address where the user should be contacted in the event of a recall and select **Add Device**. The escalation order is determined by the order in which the devices are listed below. The device listed at the top will be contacted first. To change the escalation order, select an entry in the Entered Devices list and select **Up** or **Down**. To remove device/contact information, select the entry in the Entered Devices list and select **Remove**. [Additional Contact Number Format Instructions](#)

**Device Type:**

**Device Contact Number/Address:**

**Ext:**

**Entered Devices:**  
(in escalation order)

# ECOS Administration – Delivery Schedule

The screenshot displays the ECOS Administration interface. At the top left is the USDA logo and the text 'Electronic Commodity Ordering System'. On the top right, it shows the user's session information: 'Nebraska Dept. of Health & Human Services | Switch org', 'Welcome Todd Griffith | Log out', and 'Role(s): Recall, Help Desk, Complaint, System Admin, Org Admin, User'. Below this is a navigation bar with links for 'Training', 'Site Map', 'Links', and 'Home'. A secondary navigation bar contains 'Administration', 'My Account', 'Product Catalog', 'Reports', and 'Current Requisition'. The main content area is titled 'View/Edit National Warehouse Delivery Schedule - Select' and includes the instruction: 'Select an Organization and a Delivery Location to view and edit its National Warehouse Delivery Schedule.' There are two dropdown menus: 'Organization:' with 'Nebraska Dept. of Health & Human Services (ID: 331)' selected, and 'Delivery Location:' with '440525 BLUE VALLEY COMMUNITY ACTION HEBRON NE' selected. Below the dropdowns are two buttons: 'Select Schedule' and 'Cancel'. At the bottom of the page, there is a footer with links: 'For Your Reference | ECOS Training | Site Map | Links | Home | Contact Us'.

# ECOS Administration – Delivery Schedule



Electronic  
Ordering System

Nebraska Dept. of Health & Human Services | [Switch.org](#)  
**Welcome Todd Griffith** | [Log out](#)  
 Role(s): Recall, Help Desk, Complaint, System Admin, Org Admin, User

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[Administration](#) > [View/Edit National Warehouse Delivery Schedule - Select](#) > [View/Edit National Warehouse Delivery Schedule](#)

### View/Edit National Warehouse Delivery Schedule

This page is used to capture and view the delivery dates negotiated between the National Warehouse and each SDA/Delivery Location. The page also shows location-specific non-delivery dates entered by the SDA--these dates will not be available when selecting a delivery date for an order. To add dates to the Non-Delivery Dates list, select from the criteria on the left and select **Add Dates**. To remove dates from the Non-Delivery Dates list, select one or more dates from the list and select **Remove**. To view another year of dates, select a new Year in the Delivery Schedule for Year or Non-Delivery Dates for Year dropdown list. Click **Back** to return to the delivery schedule selection page.

**Organization:** Nebraska Dept. of Health & Human Services (331)  
**Delivery Location:** 440525 BLUE VALLEY COMMUNITY ACTION HEBRON NE

#### Delivery Dates (entered by Warehouse)

Copy non-delivery dates from:

Start on:  (MM/DD/YYYY)

End on:  (MM/DD/YYYY)

OR

Enter non-delivery date(s):


#### Delivery Schedule for Year:

03/28/2007 AM (Wed)  
 04/25/2007 AM (Wed)  
 05/23/2007 AM (Wed)  
 06/27/2007 AM (Wed)  
 07/25/2007 AM (Wed)  
 08/22/2007 AM (Wed)  
 08/26/2007 AM (Wed)  
 10/24/2007 AM (Wed)  
 11/28/2007 AM (Wed)  
 12/26/2007 AM (Wed)

#### Non-Delivery Dates (entered by Organization)

Copy non-delivery dates from:

Start on:  (MM/DD/YYYY)

End on:  (MM/DD/YYYY)

OR

Enter non-delivery date(s):


#### Non-Delivery Dates for Year:

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# ECOS Product Catalog / Ordering

USDA Electronic Commodity Ordering System

Demo Multi-Food RA  
Welcome Dennis Sullivan | [Log out](#)  
Role(s): System Admin, Org Admin

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Product Catalog

**Product Catalog**

The product catalog is the starting point for the Electronic Commodity Ordering System. To begin the ordering process, select a product catalog from the list of links at left. For your convenience, we have listed the current contents of your shopping cart and the commodities for which orders are due in the space below.

**Product Catalogs**

- [Multi-Food](#)
- [Direct Delivery](#)

**My Cart**

Code	Description
There are no items in your shopping cart.	

**Requisition Deadlines**

Orders are due for the following **1** commodities:

- A090 BEANS VEG 300 - due on 8/25/2006

Active shopping cart orders are displayed in this area.

Requisition deadlines are displayed for organizations placing direct shipment orders.

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# ECOS Product Catalog / Ordering

USDA Electronic Commodity Ordering System

Demo Multi-Food RA  
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Role(s): System Admin, Org Admin

Administration My Account **Product Catalog** Reports Current Requisition

Product Catalog > Multi-Food

**Product Categories**

- [Cereal Products](#)
- [Cheese](#)
- [Flour](#)
- [Fruits](#)
- [Grains](#)
- [Meat/Fish](#)
- [Milk/Butter](#)
- [Misc](#)
- [Nut Products](#)
- [Oils](#)
- [Pasta](#)
- [Poultry/Eggs](#)
- [Vegetables](#)

**View by Program**

CSFP

**Product Catalog - Multi-Food**

Select a product category from the list of links at left or select a program in the "View by Program" drop down box to display all commodities for the selected program. For your convenience, we have listed the current contents of your shopping cart and the commodities for which orders are due in the space below.

**My Cart**

Code	Description
There are no items in your shopping cart.	

Product items can be viewed by category or by program.

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# ECOS Product Catalog / Ordering



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[Product Catalog](#) > [Multi-Food](#) > [Pasta](#)

**Product Categories**

- [Cereal Products](#)
- [Cheese](#)
- [Flour](#)
- [Fruits](#)
- [Grains](#)
- [Meat/Fish](#)
- [Milk/Butter](#)
- [Misc](#)
- [Nut Products](#)
- [Oils](#)
- [Pasta](#)
- [Poultry/Eggs](#)
- [Vegetables](#)

**View by Program**

**Product Category: Pasta**

To add a commodity or commodities to your cart first select a Program and Delivery Date, then click the checkbox next to the commodity(ies) you wish to add, enter a quantity and click the "Add to Cart" button. This screen will reload showing your current selections and allow you to add additional commodities to your cart should you need to do so. When you are finished with your commodity selections, click "Check Out" to

**Catalog items displayed when Pasta Product Category is selected.**  
 If there is no product in stock the item will not display.

Please

**Catalog:** Multi-Food

**Program:**

**Delivery Date:**

**Delivery Location :** 434777 SOUTHWEST VIRGINIA COMMUNITY SECOND HARVEST FOODBANK, ROANOKE, VA 240012868

[Ship to another address](#)

Add to Cart	Commodity Code	Commodity Description	Pack Size	Quantity in Stock	Quantity Already in Cart	Quantity to Add
<input type="checkbox"/>	B425	MACARONI 1	24/1 LB PKG	654	0	<input type="text"/> Cases
<input type="checkbox"/>	B436	MAC N CHEESE	12/26 OZ PKG	300	0	<input type="text"/> Cases
<input type="checkbox"/>	B835	SPAGHETTI 2	12/2 LB PKG	820	0	<input type="text"/> Cases

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# ECOS Product Catalog / Ordering



**Electronic Commodity Ordering System**

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 Role(s): System Admin, Org Admin

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Product Catalog > Multi-Food > CSFP

**Product Categories**

- [Cereal Products](#)
- [Cheese](#)
- [Flour](#)
- [Fruits](#)
- [Grains](#)
- [Meat/Fish](#)
- [Milk/Butter](#)
- [Misc](#)
- [Nut Products](#)
- [Oils](#)
- [Pasta](#)
- [Poultry/Eggs](#)
- [Vegetables](#)

**View by Program**

View By Program: CSFP

To add a commodity or commodities to your cart first select a Program and Delivery Date, then click the checkbox next to the commodity(ies) you wish to add, enter a quantity and click the "Add to Cart" button. This screen will reload showing your current selections and allow you to add additional commodities to your cart should you need to do so. When you are finished with your commodity selections, click "Check Out" to proceed. Click "Clear" to remove all items selected, but not yet added to your cart.

Select commodity to add to requisition.

Enter quantity for requisition

Add to Cart	Commodity Code	Commodity Description	Pack Size	Quantity in Stock	Quantity Already in Cart	Quantity to Add
<input type="checkbox"/>	A059	BEANS GREEN 300	24/#300 CAN	923	0	<input type="text"/> Cases
<input checked="" type="checkbox"/>	A098	CARROTS 300	24/#300 CAN	2757	0	<input type="text" value="400"/> Cases
<input type="checkbox"/>	A145	PEAS 303	24/#303 CAN	767	0	<input type="text"/> Cases
<input checked="" type="checkbox"/>	A170	POTATOES SLC 300	24/#300 CAN	2678	0	<input type="text" value="86"/> Cases
<input type="checkbox"/>	B436	MAC N CHEESE	12/26 OZ PKG	300	30	<input type="text"/> Cases
<input type="checkbox"/>	B835	SPAGHETTI 2	12/2 LB PKG	820	0	<input type="text"/> Cases
<input type="checkbox"/>	B878	CEREAL CORN FLK 18	12/18 OZ	876	0	<input type="text"/> Cases

Click Add to Cart to select product and quantity. Click Check Out to place order.

Quantities already selected appear in this column.

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Selected Items

<b>Catalog:</b> Multi-Food
<b>Program:</b> CSFP
<b>Delivery Date :</b> 09/11/2006
<b>Delivery Location :</b> 434777 SOUTHWEST VIRGINIA COMMUNITY SECOND HARVEST FOODBANK ROANOKE, VA 240012868

# ECOS Product Catalog / Checkout



Electronic  
Commodity  
Ordering System

Virginia Dept. of Agriculture  
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 Role(s): System Admin, Org Admin

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[Current Requisition](#) > Confirm Requisition

## Confirm Requisition

Please confirm this requisition so that its contents will be available to the designated approver if applicable.

**Buttons:** To make modifications to this requisition, click the "Modify Requisition" button. The "Cancel Requisition" button will cancel this requisition. If you want to place this requisition, click "Place Requisition". To save this requisition for future modifications, click "Save Requisition".

**Note:** Quantities are not reserved until the "Place Requisition" button is selected.

**Status :** INCOMPLETE

**Requisition Type :** Multi-Food

**Program :** CSFP

**Delivery Date :** 09/11/2006

**Delivery Location :** 434777 SOUTHWEST VIRGINIA COMMUNITY SECOND HARVEST FOODBANK ROANOKE, VA 240012868

Line Item	Commodity	Pack Size	Quantity
1	A403 F COCKTAIL 300 One Truck = 1620 Cases	24/#300 CAN	79 Cases
2	A630 PORK NJ One Truck = 828 Cases	24/29 OZ CAN	28 Cases
3	B436 MAC N CHEESE One Truck = 1456 Cases	12/26 OZ PKG	30 Cases
4	A098 CARROTS 300 One Truck = 1620 Cases	24/#300 CAN	400 Cases
5	A170 POTATOES SLC 300 One Truck = 1530 Cases	24/#300 CAN	86 Cases

Modify Requisition
Place Requisition
Cancel Requisition
Save Requisition

# ECOS Product Catalog / Modify



**Electronic Commodity Ordering System**

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 Role(s): System Admin, Org Admin

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Current Requisition

## Current Requisition --> 5 item(s)

Use this screen to make modifications to this requisition. To change the delivery location, select the *Ship to another address* link and select the location desired. If your desired location is not found, please contact your SDA. To remove an item from this requisition, select the checkbox for that commodity and click the **Update** button.

When finished updating this requisition, click the **Update** button to capture your entries. To save this requisition for future modifications, click **Save Requisition**. To continue placing this requisition, click **Continue**.

The timer on the bottom left of the browser window will indicate the amount of time left in the session. Selecting the **Update** or **Save Requisition** button restarts the session clock. Reminder messages will appear at 5 minutes and again at 1 minute.

Remove	Commodity	Pack Size	Quantity in Stock	Quantity
1. <input type="checkbox"/>	A403 F COCKTAIL 300	24/#300 CAN	896 Cases	<input type="text" value="79"/> Cases
2. <input type="checkbox"/>	A630 PORK NJ	24/29 OZ CAN	465 Cases	<input type="text" value="28"/> Cases
3. <input type="checkbox"/>	B436 MAC N CHEESE	12/26 OZ PKG	300 Cases	<input type="text" value="30"/> Cases
4. <input type="checkbox"/>	A098 CARROTS 300	24/#300 CAN	2757 Cases	<input type="text" value="400"/> Cases
5. <input type="checkbox"/>	A170 POTATOES SLC 300	24/#300 CAN	2678 Cases	<input type="text" value="86"/> Cases

Continue Shopping

Update

Save Requisition

Check Out

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<b>Status :</b> INCOMPLETE
<b>Requisition Type :</b> Multi-Food
<b>Program :</b> CSFP
<b>Delivery Date :</b> <input type="text" value="09/11/2006"/>
<b>Delivery Location :</b> 434777 SOUTHWEST VIRGINIA COMMUNITY SECOND HARVEST FOODBANK ROANOKE, VA 240012868
<a href="#">Ship to another address</a>

# ECOS Product Catalog / Save



**Electronic Commodity Ordering System**

Virginia Dept. of Agriculture  
**Welcome Dennis Sullivan** | [Log out](#)  
 Role(s): System Admin, Org Admin

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[Product Catalog](#) > Current Requisition

## Current Requisition - Save Current Requisition

**Requisition # req6440004**

To save this requisition, enter a name to identify this requisition in the box below and click on the "Save Requisition" button. To return to the current requisition without saving, click on the "Current Requisition" link in the main navigation bar above.

**Requisition Name:**

**Line Item Information**

Line Item	Commodity	Pack Size	Quantity
1	A403 F COCKTAIL 300 One Truck = 1620 Cases	24/#300 CAN	79 Cases
2	A630 PORK NJ One Truck = 828 Cases	24/29 OZ CAN	28 Cases
3	B436 MAC N CHEESE One Truck = 1456 Cases	12/26 OZ PKG	30 Cases
4	A098 CARROTS 300 One Truck = 1620 Cases	24/#300 CAN	400 Cases
5	A170 POTATOES SLC 300 One Truck = 1530 Cases	24/#300 CAN	86 Cases

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# ECOS Product Catalog / My Account



## Electronic Commodity Ordering System

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 Role(s): System Admin, Org Admin

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My Account

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- [Bulletin Board](#)
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- [Resolved Approvals](#)
- [Rejected Orders](#)
- [Split Shipments](#)
- [Expire Requisitions](#)
- Requisition Information
- Profile Information
- Import/Export
- Complaints
- Shipment Notifications

## My Account

The **My Account** area is the primary work area for the Electronic Commodity Ordering System. From here, you can administer your interaction with the system. The available menu options at left will vary according to your system role.

### Notifications

#	Description	Activity
0	Requisitions requiring your approval.	<a href="#">Approvals</a>
0	Recent requisitions you have approved or rejected.	<a href="#">Resolved Approvals</a>
37	Rejected Orders from PCIMS.	<a href="#">Rejected Orders</a>
15	Split Shipments.	<a href="#">Split Shipments</a>
0	Direct Shipment requisitions that can be modified.	<a href="#">Modify Requisitions</a>
1	Multi-food requisitions that can be modified.	
0	Recent requisitions requiring approval that were returned to you by the approver.	<a href="#">Rejected Requisitions</a>
0	Recently submitted requisitions.	<a href="#">New Requisitions</a>
1	Requisitions which you saved to place at a later time.	<a href="#">Saved Requisitions</a>

Select the link to access saved requisitions

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# ECOS Product Catalog / Saved Req.

USDA Electronic Commodity Ordering System

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Role(s): System Admin, Org Admin

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 Shipment Notifications

## Saved Requisitions

Click on the name of the requisition that you would like to review.

Requisition Name	Requisition #	Date Saved
<a href="#">Sept 11 Delivery</a>	req6440004	08/23/2006

Click on the link for the desired requisition

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# ECOS Product Catalog / Saved Req.



**Electronic Commodity Ordering System**

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## Saved Requisition Review

To modify this requisition, use the "Make this your current order" button. If the requisition needs to be removed from the system, the "Delete" button will perform this task.

**Saved Requisition**

**Requisition Name:** Sept 11 Delivery      **Delivery Location:** 434777 SOUTHWEST VIRGINIA COMMUNITY  
**Requisition #:** req64440004                      SECOND HARVEST FOODBANK  
**Date Saved:** 08/23/2006                              ROANOKE, VA 240012868

**Line Item Information**

Line Item	Commodity	Pack Size	Quantity
1	A403 F COCKTAIL 300 One Truck = 1620 Cases	24/#300 CAN	79 Cases
2	A630 PORK NJ One Truck = 828 Cases	24/29 OZ CAN	28 Cases
3	B436 MAC N CHEESE One Truck = 1456 Cases	12/26 OZ PKG	30 Cases
4	A098 CARROTS 300 One Truck = 1620 Cases	24/#300 CAN	400 Cases
5	A170 POTATOES SLC 300 One Truck = 1530 Cases	24/#300 CAN	86 Cases

Click the button to make this the current order for further shopping or checkout.

Make this your current order

Delete

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# ECOS Product Catalog / eMail

Dear Dennis Sullivan,

Thank you for your request. The following requisition for USDA commodities has been submitted to **Hebron National Warehouse**.

**Requisition Number:** req6440004

**Organization:** Virginia Dept. of Agriculture

**Requisition Type:** Multi-Food

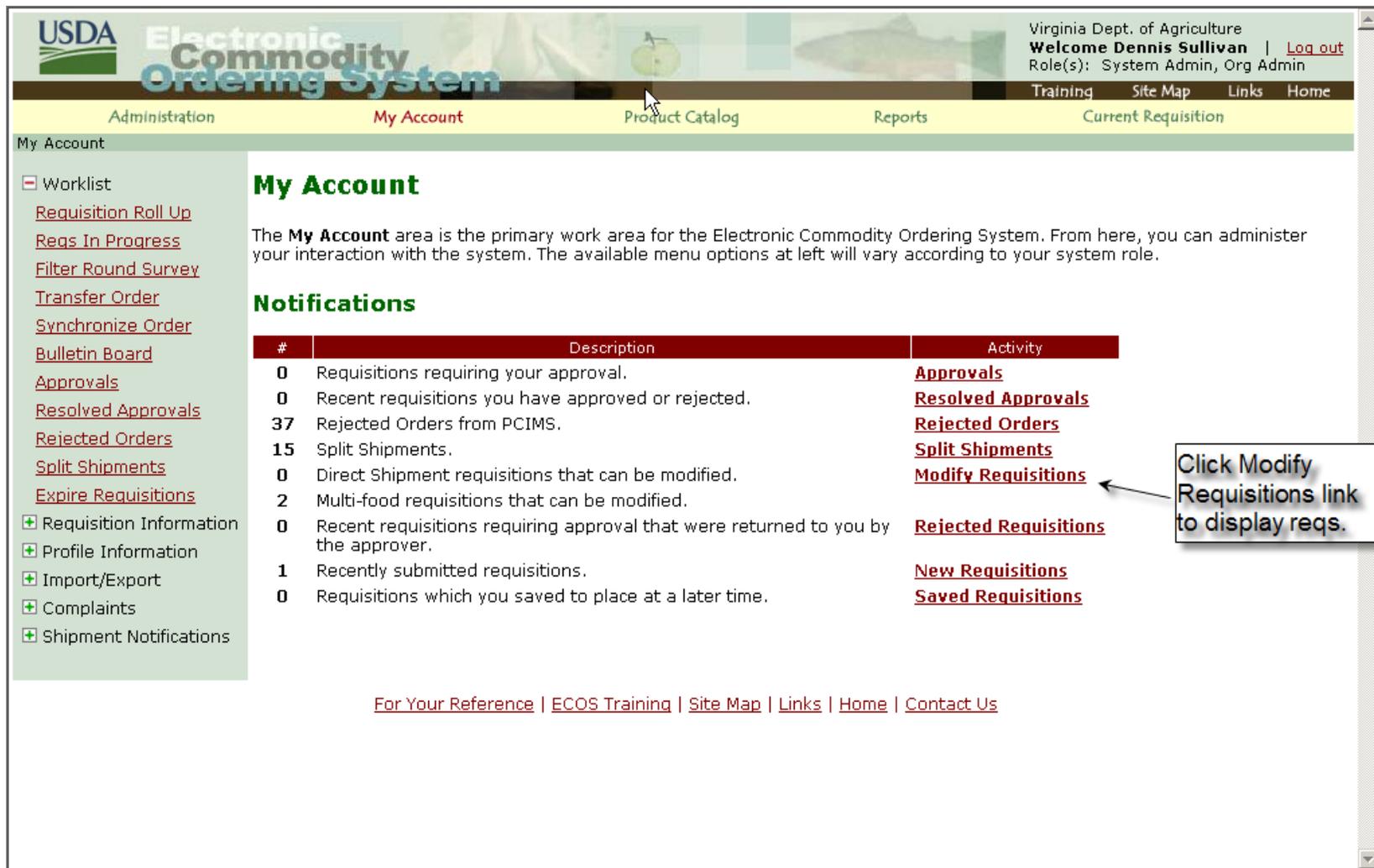
**Program:** CSFP

**Delivery Date:** 09/11/2006

**Ship to:** 434777 SOUTHWEST VIRGINIA COMMUNITY  
SECOND HARVEST FOODBANK ROANOKE, VA 240012868

Line	Item	Commodity	Quantity
1	A403	F COCKTAIL 300	79 Cases
2	A630	PORK NJ	28 Cases
3	B436	MAC N CHEESE	30 Cases
4	A098	CARROTS 300	400 Cases
5	A170	POTATOES SLC 300	86 Cases

# ECOS Modify Submitted Req.



USDA Electronic Commodity Ordering System

Virginia Dept. of Agriculture  
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 Role(s): System Admin, Org Admin

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## My Account

The **My Account** area is the primary work area for the Electronic Commodity Ordering System. From here, you can administer your interaction with the system. The available menu options at left will vary according to your system role.

## Notifications

#	Description	Activity
0	Requisitions requiring your approval.	<a href="#">Approvals</a>
0	Recent requisitions you have approved or rejected.	<a href="#">Resolved Approvals</a>
37	Rejected Orders from PCIMS.	<a href="#">Rejected Orders</a>
15	Split Shipments.	<a href="#">Split Shipments</a>
0	Direct Shipment requisitions that can be modified.	<a href="#">Modify Requisitions</a>
2	Multi-food requisitions that can be modified.	
0	Recent requisitions requiring approval that were returned to you by the approver.	<a href="#">Rejected Requisitions</a>
1	Recently submitted requisitions.	<a href="#">New Requisitions</a>
0	Requisitions which you saved to place at a later time.	<a href="#">Saved Requisitions</a>

[Click Modify Requisitions link to display reqs.](#)

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# ECOS Modify Submitted Req.



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## Modify Requisitions - Summary

The following requisitions are available for you to modify. Please select a requisition # to modify.

**Direct Shipment Requisitions**

Org Admins without approvers will be able to modify direct shipment requisitions. Note: Req. Type - Requisition Type; D - Direct Delivery; P - Processing Diversion

Requisition #	Program	Req. Type	Commodities	Modify Expiration Date	Delivery Location(Processor)
No modifiable direct shipment requisitions found.					

**Multi-Food Requisitions**

Org Admins who have multi-food programs assigned will be able to modify multi-food requisitions.

Requisition #	Program	Delivery Date	Modify Expiration Date	Delivery Location
<a href="#">req6430012</a>	CSFP	09/11/2006	09/03/2006	434777 SOUTHWEST VIRGINIA COMMUNITY
<a href="#">req6440004</a>	CSFP	09/11/2006	09/03/2006	434777 SOUTHWEST VIRGINIA COMMUNITY

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Select the requisition number to be modified.

# ECOS Modify Submitted Req.



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## Modify Multi-Food Requisition

Use this screen to make modifications to this multi-food requisition. To change the delivery location, select the *Ship to another address* link and select the location desired. If your desired location is not found, please contact your SDA. In order to save the new shipping location on the requisition, please click **Update** or **Done** button after choosing the new location. To remove an item, select the checkbox for that commodity and click the **Update** button.

To complete this requisition, you must enter quantity information in the input box to the right. When finished, click the **Update** button to capture your entries. To complete the process of modifying this requisition, click **Done** button, an email will be sent out to the Organization Administrators of your organization with the latest information of this requisition. If you are a Recipient Agency user, emails will also be sent to your upper level State Distribution Agency Organization Administrators. To go back to Modify Requisitions - Summary page, click **Back** button. To cancel the change made since last update, click **Cancel** button.

The timer on the bottom left of the browser window will indicate the amount of time left in the session. Selecting the **Update** button restarts the session clock. Reminder messages will appear at 5 minutes and again at 1 minute.

Remove	Commodity	Pack Size	Quantity in Stock	Current Quantity	New Quantity
1. <input type="checkbox"/>	A403 F COCKTAIL 300	24/#300 CAN	817	79	<input type="text"/> Cases
2. <input type="checkbox"/>	A630 PORK NJ	24/29 OZ CAN	437	28	<input type="text"/> Cases
3. <input type="checkbox"/>	B436 MAC N CHEESE	12/26 OZ PKG	270	30	<input type="text"/> Cases
4. <input type="checkbox"/>	A098 CARROTS 300	24/#300 CAN	2357	400	<input type="text"/> Cases
5. <input type="checkbox"/>	A170 POTATOES SLC 300	24/#300 CAN	2592	86	<input type="text"/> Cases

**Commodities in Requisition :** 5 item(s)

**Status :** SUBMITTED

**Requisition Type :** Multi-Food

**Program :** CSFP

**Delivery Date :** 09/11/2006

**Delivery Location :** 434777 SOUTHWEST VIRGINIA COMMUNITY SECOND HARVEST FOODBANK ROANOKE, VA, 240012868

[Ship to another address](#)

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# ECOS Submitted Req./ Modify eMail

Dear Dennis Sullivan,

The following requisition for USDA commodities has been modified. Please compare it with the original place requisition email for the changes that have been made.

**Requisition Number :** req6440004

**Requisition Type:** Multi-Food

**Program :** CSFP

**Delivery Date:** 09/11/2006

**Ship to :** 434777 SOUTHWEST VIRGINIA COMMUNITY  
SECOND HARVEST FOODBANK  
ROANOKE, VA, 240012868

Line	Item	Commodity	Quantity
1	A403	F COCKTAIL 300	79 Cases
2	A630	PORK NJ	28 Cases
3	B436	MAC N CHEESE	30 Cases
4	A098	CARROTS 300	400 Cases
5	A170	POTATOES SLC 300	86 Cases

# ECOS Receive Shipment



**Electronic Commodity Ordering System**

Virginia Dept. of Agriculture  
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## My Account

The **My Account** area is the primary work area for the Electronic Commodity Ordering System. From here, you can administer your interaction with the system. The available menu options at left will vary according to your system role.

### Notifications

#	Description	Activity
0	Requisitions requiring your approval.	<a href="#">Approvals</a>
0	Recent requisitions you have approved or rejected.	<a href="#">Resolved Approvals</a>
37	Rejected Orders from PCIMS.	<a href="#">Rejected Orders</a>
15	Split Shipments.	<a href="#">Split Shipments</a>
0	Direct Shipment requisitions that can be modified.	<a href="#">Modify Requisitions</a>
2	Multi-food requisitions that can be modified.	
0	Recent requisitions requiring approval that were returned to you by the approver.	<a href="#">Rejected Requisitions</a>
1	Recently submitted requisitions.	<a href="#">New Requisitions</a>
0	Requisitions which you saved to place at a later time.	<a href="#">Saved Requisitions</a>

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Access the receive shipment page for multi-food orders

# ECOS Receive Shipment

USDA Electronic Commodity Ordering System

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[My Account](#) > Receive Shipment -Search

## Receive Shipment - Search

To add shipment receipt information to an Order, enter the Order Number and/or Notice to Deliver Number in the appropriate text box and Select **Find Order**. Select **Clear** to reset the selection criteria.

**Note:** This ECOS process does not replace the requirement for State Agencies to submit the report for Cargo over, short and /or damaged.

Order Number:

AND/ OR

Notice To Deliver Number:

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# ECOS Receive Shipment



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## Receive Shipment

Complete the form below to receive the shipment. **Truck Qty** is the quantity on the truck, **Damaged** is the quantity that has been damaged and unloaded from the truck and **Rejected** is the quantity that has been rejected and not unloaded from the truck. **Description/ Reason** must be entered if there is any damaged or rejected quantity. Click the **Submit** button to receive this shipment. Click **Cancel** to cancel changes and return to the previous page.

The following shipment details cannot be edited if **15 days** have elapsed since the shipment was first received. Please contact the ECOS help desk if there is a correction needed that cannot be accomplished through the Edit Shipment page.

**Note:** This ECOS process does not replace the requirement for State Agencies to submit the report for Cargo over, short and /or damaged.

**Multi Food Shipment Details**

**Requisition Number:** req6490010

**Date Shipment Received:**  (MM/DD/YYYY)

**Entered By:** Dennis Sullivan

**Signed By:**

**Comment Of Receipt:**

**State:** Virginia Dept. of Agriculture

**Entity Code:** 434749

**Antioch**  
 AMERICAN BAKERIES CO  
 1115 NORTH LIBERTY STREET  
 WINSTON-SALEM NC 271020000

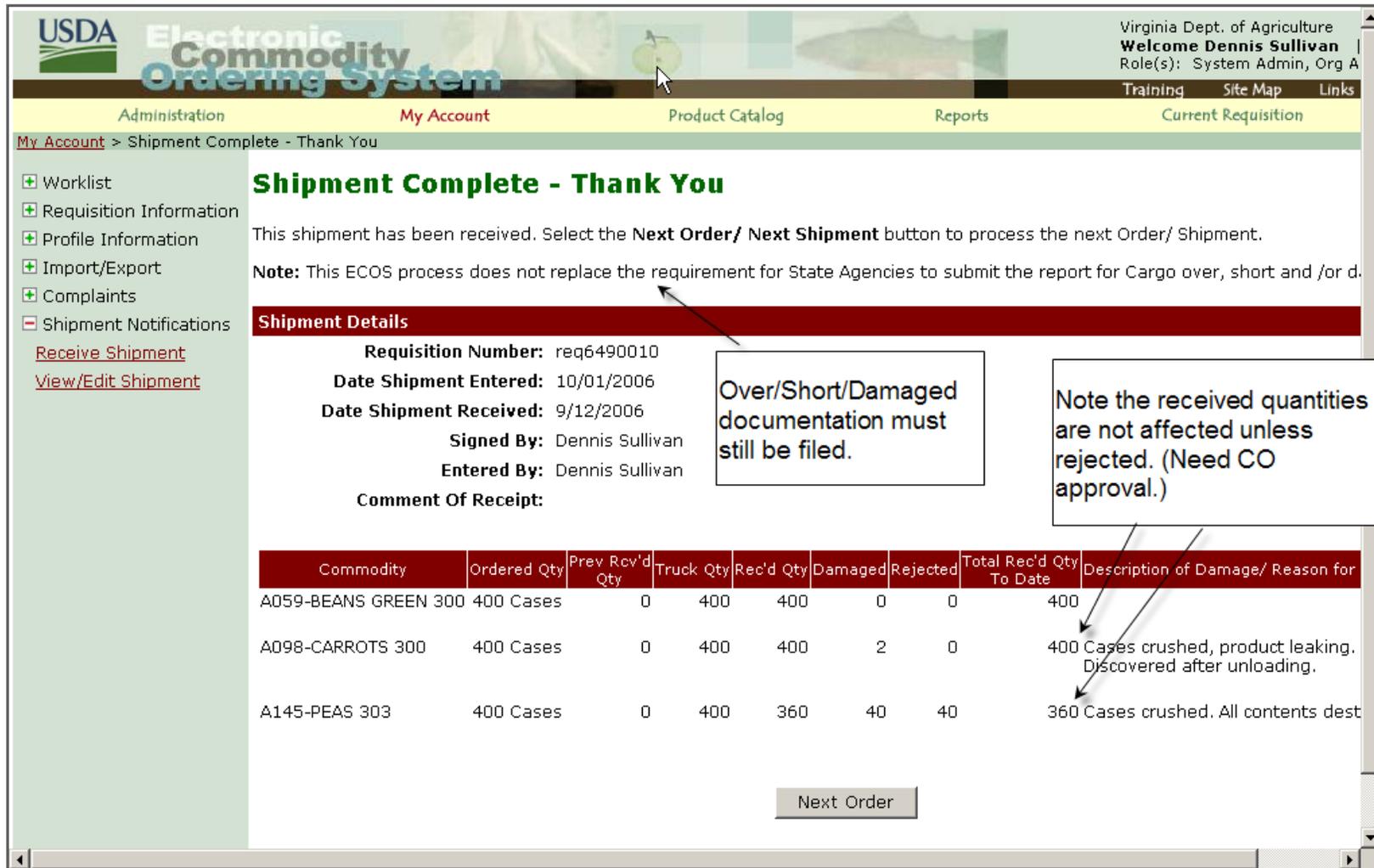
Commodity	Ordered Qty	Prev Rec'd Qty	Truck Qty	Damaged	Rejected	Description of Damage/ Reason for Rejection
A059-BEANS GREEN 300	400 Cases	0	<input type="text" value="400"/>	<input type="text"/>	<input type="text"/>	
A098-CARROTS 300	400 Cases	0	<input type="text" value="400"/>	<input type="text" value="2"/>	<input type="text"/>	Cases crushed, product leaking. Discovered after unloading.
A145-PEAS 303	400 Cases	0	<input type="text" value="400"/>	<input type="text" value="40"/>	<input type="text" value="40"/>	Cases crushed. All contents destroyed.

Receive all button to enter truck quantities and reduce data entry.

All accepted, some damage detected after unloading & rejected product samples.

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# ECOS Receive Shipment



USDA Electronic Commodity Ordering System  
 Virginia Dept. of Agriculture  
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 Role(s): System Admin, Org A  
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My Account > Shipment Complete - Thank You

**Shipment Complete - Thank You**  
 This shipment has been received. Select the **Next Order/ Next Shipment** button to process the next Order/ Shipment.  
**Note:** This ECOS process does not replace the requirement for State Agencies to submit the report for Cargo over, short and /or d.

**Shipment Details**

**Requisition Number:** req6490010  
**Date Shipment Entered:** 10/01/2006  
**Date Shipment Received:** 9/12/2006  
**Signed By:** Dennis Sullivan  
**Entered By:** Dennis Sullivan  
**Comment Of Receipt:**

Commodity	Ordered Qty	Prev Rcv'd Qty	Truck Qty	Rec'd Qty	Damaged	Rejected	Total Rec'd Qty To Date	Description of Damage/ Reason for
A059-BEANS GREEN 300	400 Cases	0	400	400	0	0	400	
A098-CARROTS 300	400 Cases	0	400	400	2	0	400	400 Cases crushed, product leaking. Discovered after unloading.
A145-PEAS 303	400 Cases	0	400	360	40	40	360	360 Cases crushed. All contents dest

Next Order

**Over/Short/Damaged documentation must still be filed.**

**Note the received quantities are not affected unless rejected. (Need CO approval.)**

# ECOS Receive Shipment

Dear Dennis Sullivan,

The following multi-food shipments were RECEIVED :

---

**Requisition Number: req3480002**

---

**Delivery Location:** CENTRAL VIRGINIA FOOD BANK  
 4444 SARELLEN ROAD  
 RICHMOND, VA, 232310000

**Received Date:** 08/21/2006

Commodity Desc	Ordered Qty	Prev Rec'd Qty	Truck Qty	Received Qty	Damaged Qty	Rejected Qty	Tot Rec'd Qty To date
A145 PEAS 303	8 Cases	0	7	7	1	0	7

**Signed By:** Dennis Sullivan

**Entered By:** Dennis Sullivan

**Damage Description / Rejected Reason:**

A145- Case crushed, product leaking

**Note:** This ECOS process does not replace the requirement for State Agencies to submit the report for Cargo over, short and /or damaged.

Sincerely,

USDA ECOS

# ECOS Edit Receive Shipment

Electronic Commodity Ordering System

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[View / Edit Shipment - Search](#) > Edit Shipment

## Edit Shipment

Complete the form below to edit the shipment. **Truck Qty** is the quantity on the truck, **Damaged** is the quantity that has been damaged and unloaded from the truck and **Rejected** is the quantity that has been rejected and not unloaded from the truck. **Description/ Reason** must be entered if there is any damaged or rejected quantity. Click the **Submit** button to edit this shipment. Click **Cancel** to cancel changes and return to the previous page.

The following shipment details cannot be edited if **15 days** have elapsed since the shipment was first received. Please contact the ECOS help desk if there is a correction needed that cannot be accomplished through the Edit Shipment page.

**Note:** This ECOS process does not replace the requirement for State Agencies to submit the report for Cargo over, short and /or damaged.

**Multi Food Shipment Details**

**Requisition Number:** req3480002  
**Date Shipment Entered:** 08/25/2006  
**Date Shipment Received:** 08/21/2006  
**Signed By:** Dennis Sullivan  
**Entered By:** Dennis Sullivan  
**Last Modified By:**

**State:** Virginia Dept. of Agriculture

**Entity Code:** 434771  
**Hebron National Warehouse**  
 CENTRAL VIRGINIA FOOD BANK  
 4444 SARELLEN ROAD  
 RICHMOND VA 232310000

**Comment Of Receipt:**

Commodity	Ordered Qty	Prev Rcv'd Qty	Truck Qty	Rec'd Qty	Damaged	Rejected	Total Rec'd Qty To Date	Description of Damage/ Reason for Rejection
A145-PEAS 303	8 Cases	0	<input style="width: 30px;" type="text" value="7"/>	7	<input style="width: 30px;" type="text" value="1"/>	<input style="width: 30px;" type="text" value="0"/>	7	Case crushed, product leaking

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# ECOS Edit Multiple Receive Shipment



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## View / Edit Shipment - Listing

Select the radio button next to the Requisition and click **Continue** to continue the receive shipment entry process. To search using new criteria, select **Back** to return to the Receive Shipment - Search page.

Select	Requisition Number	Received Date	Entered By	Last Updated By
<input type="radio"/>	req6070001	08/21/2006	Satish Duv	
<input type="radio"/>	req6070001	08/23/2006	Satish Duv	Satish Duv
<input type="radio"/>	req6070001	08/25/2006	Satish Duv	Satish Duv

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# ECOS Reports – Requisitions Selection



**Electronic Commodity Ordering System**

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- [Requisition Ent/Bonus Status Detail](#)
- [Requisition Ent/Bonus Summary](#)
- [Requisition Ent Exception Summary](#)
- [Requisition Ent Exception Detail](#)
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**Commodity File**

- [Commodity File](#)

## Multi-Food Requisition Report

The Multi-Food Requisition Report provides information about orders that SDAs and RAs have placed against National Warehouse inventory. This report can be used by National Warehouse users to export warehouse orders from ECOS to their internal systems, if desired. Multiple items may be selected from the Commodity and Delivery Location lists by holding the Ctrl key down while selecting. If a Commodity Code is typed, the Commodity list is ignored. A partial requisition Number (minimum of 4 characters) may be entered for search criteria.

Please enter your selection criteria.

Search by Requisition Number:

**Requisition Number:**

Or search by other criteria:

**Organization:**

**Delivery Period Range:**  To  (MM/DD/YYYY)

**Delivery Location:**   
 434749 AMERICAN BAKERIES CO WINSTON-SALEM NC  
 434747 AMERICAN BAKERIES CO ROCKY MOUNT NC  
 441054 BAKERS BEST SNACK FOOD CORP HATFIELD PA

**Commodity:**   
 A057- VEG MIX 300  
 A059- BEANS GREEN 300  
 A090- BEANS VEG 300

**Program:**  OR

**File Type:**

Access by requisition number or use other selection criteria to provide more flexibility

# ECOS Reports – Requisitions PDF

## Multi-Food Requisition Report

Hampton National Warehouse

As of: 08/30/2006

Delivery Date	Requisition Number	Commodity	Pack Size	Cases/ Lbs	Qty Ordered	Net Wt.	Delivery Location	Organization	Prgm
08/21/2006	req3480002	A145 - PEAS 303	24/#303 CAN	Cases	8	192	434771-CENTRAL VIRGINIA FOOD BANK	Virginia Dept. of Agriculture (151)	CSFP

1 Record(s):

192

Delivery Date	Requisition Number	Commodity	Pack Size	Cases/ Lbs	Qty Ordered	Net Wt.	Delivery Location	Organization	Prgm
08/21/2006	req6070001	A437 - PEARS 300	24/#300 CAN	Cases	10	225	434771-CENTRAL VIRGINIA FOOD BANK	Virginia Dept. of Agriculture (151)	CSFP

1 Record(s):

225

Delivery Date	Requisition Number	Commodity	Pack Size	Cases/ Lbs	Qty Ordered	Net Wt.	Delivery Location	Organization	Prgm
09/11/2006	req6430012	A059 - BEANS GREEN 300	24/#300 CAN	Cases	55	1,196	434777-SOUTHWEST VIRGINIA COMMUNITY	Virginia Dept. of Agriculture (151)	CSFP
		A218 - VEG SOUP	24/#1 CAN	Cases	20	322			
		A300 - ORANGE J	12/46 OZ CAN	Cases	18	675			
		A630 - PORK NJ	24/29 OZ CAN	Cases	22	957			
		B436 - MAC N CHEESE	12/26 OZ PKG	Cases	28	546			
		B878 - CEREAL CORN FLK 18	12/18 OZ	Cases	50	675			

6 Record(s):

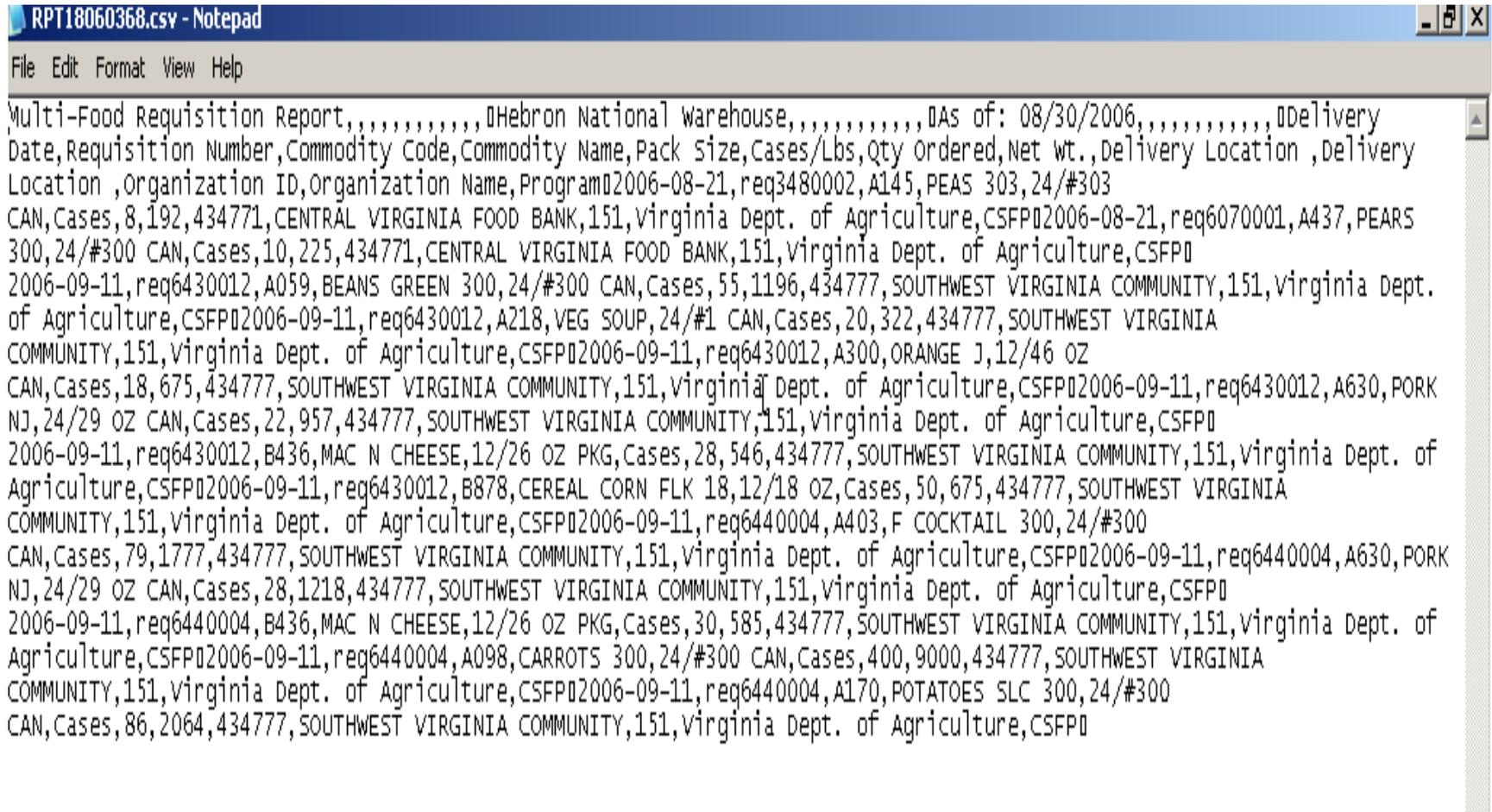
4,371

Delivery Date	Requisition Number	Commodity	Pack Size	Cases/ Lbs	Qty Ordered	Net Wt.	Delivery Location	Organization	Prgm
09/11/2006	req6440004	A403 - F COCKTAIL 300	24/#300 CAN	Cases	79	1,777	434777-SOUTHWEST VIRGINIA COMMUNITY	Virginia Dept. of Agriculture (151)	CSFP

# ECOS Reports – Requisitions CSV

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
1	Multi-Food	Requisition Report													
2	Hebron National Warehouse														
3	As of: 08/30/2006														
4	Delivery D	Requisition Nu	Commodity	Commodity	Pack Size	Cases/Lbs	Qty	Orders	Net Wt.	Delivery Lc	Delivery Lc	Organizati	Organizati	Program	
5	8/21/2006	req3480002	A145	PEAS 303	24/#303 C	Cases	8	8	192	434771	CENTRAL	151	Virginia De	CSFP	
6	8/21/2006	req6070001	A437	PEARS 30	24/#300 C	Cases	10	10	225	434771	CENTRAL	151	Virginia De	CSFP	
7	9/11/2006	req6430012	A059	BEANS GI	24/#300 C	Cases	55	55	1196	434777	SOUTHWE	151	Virginia De	CSFP	
8	9/11/2006	req6430012	A218	VEG SOU	24/#1 CAN	Cases	20	20	322	434777	SOUTHWE	151	Virginia De	CSFP	
9	9/11/2006	req6430012	A300	ORANGE	12/46 OZ C	Cases	18	18	675	434777	SOUTHWE	151	Virginia De	CSFP	
10	9/11/2006	req6430012	A630	PORK NJ	24/29 OZ C	Cases	22	22	957	434777	SOUTHWE	151	Virginia De	CSFP	
11	9/11/2006	req6430012	B436	MAC N CH	12/26 OZ F	Cases	28	28	546	434777	SOUTHWE	151	Virginia De	CSFP	
12	9/11/2006	req6430012	B878	CEREAL C	12/18 OZ C	Cases	50	50	675	434777	SOUTHWE	151	Virginia De	CSFP	
13	9/11/2006	req6440004	A403	F COCKTA	24/#300 C	Cases	79	79	1777	434777	SOUTHWE	151	Virginia De	CSFP	
14	9/11/2006	req6440004	A630	PORK NJ	24/29 OZ C	Cases	28	28	1218	434777	SOUTHWE	151	Virginia De	CSFP	
15	9/11/2006	req6440004	B436	MAC N CH	12/26 OZ F	Cases	30	30	585	434777	SOUTHWE	151	Virginia De	CSFP	
16	9/11/2006	req6440004	A098	CARROTS	24/#300 C	Cases	400	400	9000	434777	SOUTHWE	151	Virginia De	CSFP	
17	9/11/2006	req6440004	A170	POTATOE	24/#300 C	Cases	86	86	2064	434777	SOUTHWE	151	Virginia De	CSFP	
18															
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# ECOS Reports – Requisitions CSV



# ECOS Reports – Schedule Selection

USDA Electronic Commodity Ordering System

Nebraska Dept. of Health & Human Services | [Switch.org](#)  
Welcome **Todd Griffith** | [Log out](#)  
Role(s): Recall, Help Desk, Complaint, System Admin, Org Admin, User

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Current Requisition

[Reports](#) > Delivery Schedule

### Food Order

- [Delivery Order Status](#)
- [Delivery Order Inquiry](#)
- [Pre-Order Report](#)
- [Requisition Status](#)
- [Requisition By PCIMS](#)
- [Value of Commodities Received](#)
- [Commodity Code Outlays](#)
- [Round Survey](#)
- [Entity Codes](#)

### Multi-Food

- [Requisitions](#)
- [Delivery Schedule](#)

### Entitlement/Bonus

- [Ent/Bonus Status Detail](#)
- [Ent/Bonus Summary](#)
- [Requisition Ent/Bonus Status Detail](#)
- [Requisition Ent/Bonus Summary](#)
- [Requisition Ent Exception Summary](#)
- [Requisition Ent Exception Detail](#)
- [Program Entitlement](#)

### Security

- [Security Listing](#)

### Commodity File

- [Commodity File](#)
- [RA Commodities Available](#)

### Complaint

## Delivery Schedule Report

The Delivery Schedule Report displays all the delivery and non-delivery dates that have been negotiated between the National Warehouses and the Delivery Locations of the SDA's and RA's they serve.

Please enter your selection criteria.

**Delivery Location:**   
440525 BLUE VALLEY COMMUNITY ACTION HEBRON NE  
440534 BLUE VALLEY COMMUNITY ACTION DORCHESTER NE  
440539 BLUE VALLEY COMMUNITY ACTION YORK NE

**Delivery Period Range:**  To  (MM/DD/YYYY)

**Order By:**

**File Type:**

# ECOS Reports – Schedule PDF

## Delivery Schedule Report

AmeriCold Services - Carthage, MO - Zone B

As of: 02/27/2007

### 1. Delivery Dates

Date	Delivery Location	Organization
03/28/2007 AM	440525-BLUE VALLEY COMMUNITY ACTION	Nebraska Dept. of Health & Human Services(331)
04/25/2007 AM	440525-BLUE VALLEY COMMUNITY ACTION	Nebraska Dept. of Health & Human Services(331)
05/23/2007 AM	440525-BLUE VALLEY COMMUNITY ACTION	Nebraska Dept. of Health & Human Services(331)
06/27/2007 AM	440525-BLUE VALLEY COMMUNITY ACTION	Nebraska Dept. of Health & Human Services(331)
07/25/2007 AM	440525-BLUE VALLEY COMMUNITY ACTION	Nebraska Dept. of Health & Human Services(331)
08/22/2007 AM	440525-BLUE VALLEY COMMUNITY ACTION	Nebraska Dept. of Health & Human Services(331)
09/26/2007 AM	440525-BLUE VALLEY COMMUNITY ACTION	Nebraska Dept. of Health & Human Services(331)
10/24/2007 AM	440525-BLUE VALLEY COMMUNITY ACTION	Nebraska Dept. of Health & Human Services(331)
11/28/2007 AM	440525-BLUE VALLEY COMMUNITY ACTION	Nebraska Dept. of Health & Human Services(331)
12/26/2007 AM	440525-BLUE VALLEY COMMUNITY ACTION	Nebraska Dept. of Health & Human Services(331)

# ECOS Reports – Received Shipments Selection



**Electronic Commodity Ordering System**

Virginia Dept. of Agriculture  
**Welcome Dennis Sullivan** | [Log out](#)  
 Role(s): System Admin, Org Admin

Administration
My Account
Product Catalog
Reports
Current Requisition

[Reports](#) > Multi-Food Shipment Notification

**Food Order**

- [Delivery Order Status](#)
- [Delivery Order Inquiry](#)
- [Pre-Order Report](#)
- [Requisition Status](#)
- [Requisition By PCIMS](#)
- [Value of Commodities Received](#)
- [Commodity Code Outlays](#)
- [Round Survey](#)
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**Multi-Food**

- [Requisitions](#)
- [Delivery Schedule](#)

**Entitlement/Bonus**

- [Ent/Bonus Status Detail](#)
- [Ent/Bonus Summary](#)
- [Requisition Ent/Bonus Status Detail](#)
- [Requisition Ent/Bonus Summary](#)
- [Requisition Ent Exception Summary](#)
- [Requisition Ent Exception Detail](#)
- [Program Entitlement](#)

**Security**

- [Security Listing](#)

**Commodity File**

- [Commodity File](#)

## Multi-Food Shipment Notification Report

The Multi-Food Shipment Notification Report provides information about multi-food orders that have been received by an SDA, RA or Warehouse. The information includes when the shipment was received, how much of a commodity was received and if there were any damaged products Multiple items may be selected from the Commodity and Delivery Location lists by holding the Ctrl key down while selecting. If a Commodity Code is typed, the Commodity list is ignored.

Please enter your selection criteria.

Search by Requisition Number:

**Requisition Number:**

Or search by other criteria:

**Commodity:**  OR

- A057- VEG MIX 300
- A059- BEANS GREEN 300
- A090- BEANS VEG 300

**Delivery Location:**

- 434749 AMERICAN BAKERIES CO WINSTON-SALEM NC
- 434747 AMERICAN BAKERIES CO ROCKY MOUNT NC
- 441054 BAKERS BEST SNACK FOOD CORP HATFIELD PA

**Program:**

**Received Shipment Date Range:**  To  (MM/DD/YYYY)

**All or Late:**

**File Type:**

# Additional Information and Contacts

- User manual and online training are available. Training links are found at the bottom of most ECOS pages.
- ECOS Help Desk
  - ECOS technical and usage issues only
  - Email – [ECOS-Helpdesk@fns.usda.gov](mailto:ECOS-Helpdesk@fns.usda.gov)
  - Phone – 703-305-2914
  - Hours – 8:00 AM to 7:00 PM Eastern Time (hours have been extended for the 1<sup>st</sup> month of ordering)